



# Company Policy for Protection of Human Rights

## Introduction

Communicate Recruitment Solution's Human Rights Policy serves to effectively communicate our ethical and social values to our employees, customers, suppliers, shareholders, and the communities we serve. It underscores our unwavering commitment to upholding human rights while promoting our core values of Personality, Efficiency and Knowledge.

These guiding principles form the foundation of our aspiration to be a desirable business that attracts and maintains valuable associations. As a specialist recruitment agency operating in the UK market, Communicate Recruitment Solutions is fully dedicated to embracing internationally recognised human rights standards across all aspects of our operations. Our human rights standards draw upon both local and international sources of law, ensuring a consistent application of our principles throughout the entire organization.

## What are Human Rights?

Human rights are the universal rights that every human being is entitled to enjoy and to have protected.

They can be best described as the rights that necessitate treating others with the same consideration and fairness that we would expect for ourselves, while shielding us, both as individuals and collectives, from instances of power misuse. At our core, we understand and acknowledge the significance of these rights.

## General Principles

Our unwavering commitment lies in conducting our business with the utmost ethical integrity, aligning with our deeply held values. We prioritise open and equitable communication with all stakeholders, ensuring effective and respectful dialogue with external parties. We hold the utmost regard for the fundamental human rights of all individuals and pledge to govern our business operations in accordance with the principles outlined in the United Nations Universal Declaration of Human Rights, United Kingdom Human Rights Act 1998, and other relevant national legislation.

## Employee Relations

- All of our employees are expected to adhere to the highest ethical standards in their conduct and this is communicated in our equal opportunities and personal conduct policies.
- We are dedicated to ensuring that no form of discrimination occurs in any aspect of our business, including recruitment, compensation, promotion, training, termination, or retirement, based on characteristics such as age, disability, gender, gender reassignment, marital status or civil partnership, pregnancy and maternity, race, religion and belief, or sexual orientation.
- We acknowledge and respect our employees' right to join trade unions.



- Our commitment is to provide a work environment that is free from physical, psychological, or verbal abuse, threats of abuse, sexual harassment, or any other form of harassment. Such actions are strictly prohibited.
- In line with legislation, industry best practices, and our comprehensive understanding of the field, we will take all reasonable measures to prevent accidents and protect employee health, minimizing potential hazards inherent in the workplace.
- We ensure that all employees receive appropriate training to effectively perform their job duties.

### **Supply Chain Responsibility**

We expect our suppliers and business partners to share our commitment to human rights. We will work collaboratively with them to promote ethical and responsible practices throughout our supply chains. Our procurement processes will incorporate human rights considerations, including supplier due diligence and contractual provisions that require suppliers to adhere to our human rights standards.

### **Freedom of Expression and Privacy**

We respect the right to freedom of expression and privacy. We encourage open and transparent communication within our organisation, while respecting the privacy and confidentiality of individuals' personal information. We comply with applicable data protection and privacy laws and strive to protect the personal information of our employees, customers, and stakeholders.

### **Training and Awareness**

As part of our Induction process, upon commencement of employment, all employees are made aware of our policies relating to standards of behaviour and how it applies to them.

### **Reporting and Grievance Mechanisms**

We maintain confidential reporting channels and grievance mechanisms to allow employees and stakeholders to report any suspected or actual violations of human rights within our organisation or value chain. We are committed to conducting thorough and impartial investigations into all reported incidents and taking appropriate action to address any identified issues.

### **Monitoring and Continuous Improvement**

We are dedicated to monitoring the effectiveness of this policy and our human rights efforts. We will regularly assess and review our practices, policies, and procedures to identify areas for improvement, address any human rights risks, and ensure ongoing compliance with human rights standards.

### **Communication**

This policy will be communicated to all employees, via policies and procedures manual, induction packs and days, notice boards, company HRIS System, employee handbooks and other relevant training methods and courses aimed at ensuring acceptable levels of understanding within management.



We will also communicate this policy to relevant suppliers and business partners.

### **Responsibility and Accountability**

The responsibility for implementing and maintaining this policy rests with senior management. The Senior Operations Manager and other designated individuals or teams within the organisation will be responsible for overseeing compliance with this policy, conducting risk assessments, and driving continuous improvement.

### **Review**

This human rights policy will be reviewed annually to assess its effectiveness, address emerging risks, and make any necessary updates or amendments.

Signed:

Imogen Paul, Senior Operations Manager

Date: 15<sup>th</sup> May 2023